



*MINUTES OF THE EXECUTIVE COUNCIL MEETING HELD (POST AGM) SUNDAY  
10<sup>TH</sup> OCTOBER, BLUEWATER QUAYSIDE CONFERENCE CENTRE, WEST QUAY,  
NAPIER COMMENCING AT 8.30 AM*

Present: Janice Davey (Vice Chairman)  
Annette Dunn  
Paul Flanagan  
Cheryle St Clair-Newman  
Zena Pigden

**In attendance:** EC Secretary Chris Lowe  
Treasurer: Marion Petley

**Executive Council**

**Chairman** Janice Davey (Vice Chairman) welcomed everyone to the meeting and acknowledged that Paddy Smith was not able to attend and called for nominations for Executive Council Chairman.

Zena Pigden – requested “**that the EC go in to committee to select the Chairman.**”

**Chair:** ruled that the nominations will be called for in an open meeting.

Zena Pigden - said that she would be prepared to accept a nomination for Chair – this was not seconded.

**Cheryle St. Claire-Newman/Paul Flanagan – nominated Annette Dunn**

There being no further nominations Annette Dunn was declared Executive Council Chairman.

Annette Dunn took the Chair – stating that it is not just about her being Chairman She is reliant on the team.

**Vice Chairman:** Cheryle St.Clair-Newman/Janice Davey:  
Nominated Zena Pigden  
There being no further nominations Zena Pigden was declared  
Vice Chairman.

**Portfolio  
Management** Chairman read out the Portfolio positions and suggested  
Managers:  
Business/Administration Annette Dunn  
Information Technology (IT) - Paul Flanagan  
Shows Paddy Smith  
Judges - Cheryle St. Clair-Newman  
Marketing & Publications -  
Registrations - Janice Davey  
BSC - Zena Pigden

Marion Petley - the shows Portfolio Manager will be the lead  
person for - the National show with communication on the  
spot with the National show committee. Marketing &  
publications are also key roles.

Discussion followed regarding individuals skills for the positions.

**Janice Davey/Zena Pigden:** “That Cheryle with her background in marketing for a  
shipping company be allocated Marketing.”  
(no vote recorded)

**Zena** Pigden- Paddy Smith is the natural choice for judges - Janice Davey reminded  
the EC about the recent issues of posting on the Feline forum by Paddy Smith.

**Chair:** “That the EC move into committee” carried  
Before leaving the room the EC Secretary handed an item of correspondence received  
from Lyall Payne to the EC Chairman.  
EC Secretary, Treasurer and Observers left the meeting 9.05 a.m. returning to meeting  
at 9.55 a.m.

Chair: read out the Portfolio allocations:  
Annette Dunn - Business Administration & Finance  
Cheryl St. Clair-Newman - Shows & Marketing  
Paul Flanagan - IT  
Janice Davey - Judges (buddy allocation to Cheryle St Clair-Newman)  
Paddy Smith - Registrations & Publications  
(Buddy allocation Zena Pigden)  
Zena Pigden - Breed Standards Council

## Setting Dates

**Of Meetings** Chair: we need to set dates

- **for the 2011 AGM to be held in Wellington.**
- **EC meeting dates**

Marion - will need flights for the December meeting bearing in mind that we are intending to hold a Privacy seminar for all of the EC to attend. To be held at the Elms, we are looking at a start time of 1.00 pm on the Friday, with the EC meeting commencing at 5.30 pm. The Privacy session is to be confirmed by Annette Dunn.

Zena Pigden - as most of the EC members are based in the South Island the EC meetings based on cost should be held in Christchurch.

EC Secretary - by doing so you are going to alienate the membership, I seem to recall that is exactly what you battled for the South Island members, it would not be appropriate to base all the meetings in Christchurch. The membership need to be given the opportunity to attend even if they choose not to.

### Confirmed Dates EC Meetings:

December 10-11<sup>th</sup> 2010 - Christchurch (Elms Hotel)

2011 AGM (Wellington) 9 -10<sup>th</sup> April

EC Meeting June 25-26<sup>th</sup> 2011 - Auckland

EC Meeting September 10-11<sup>th</sup> 2011 Christchurch

EC Meeting December 10-11<sup>th</sup> 2011 Wellington OR Palmerston North

EC Meeting April 2012 (date to be advised) Christchurch

## Appointments

**Chair:** From what I understand there are a number of people who have reapplied.

**Janice Davey/Zena Pigden: "That the incumbents be reappointed into their current roles." Carried**

Under the old constitution the EC members who would have been stepping down would have been Annette Dunn & Janice Davey but now they will have a further 18 months to serve (under the 2011 Constitution).

**Janice Davey/Cheryle St. Clair-Newman: "That Jo Millar be appointed Judges Registrar." Carried**

**Chair:** asked Janice if there was a conflict of interest with Jo Millar remaining on the Judges Council. **Janice Davey** said she did not think so as she is an elected member of the Judges Council and is not an EC member.

**Chair:** Expression of interest in health and safety officer position will be called for.

**EC Secretary** – Re: Companion Animals Council – Val Ball has expressed an interest in continuing in this roll, no application has been received from Iris Baker. Annette said that she would follow-up on this with Iris as she had not given any indication that she did not wish to continue in the role of the South Island liaison.

**Janice Davey** – said that she had concerns that despite that Val Ball has applied within the required period and Iris Baker had not that you are considering appointing her to the role in the South Island.

**Chair:** there have been issues with the reporting in the past.

**Zena** – thought that this was all about dividing responsibilities it is what the EC did last year by split this between a North & South Island representative.

**Chair:** I am happy that we call for applications for the South Island position as it was not advertised as such in the first place. Iris was involved with the writing group, and Val attends four meetings a year in Auckland with NZCF paying for accommodation and meals.

Annette Dunn – is to contact Iris Baker, Val Ball & Anna Finlayson (Stationary Officer) to discuss the positions.

#### **Clause 19.2 Accounting Compliance**

**Marion Petley** – there may be issues around the timing of registering the Constitutional document re: accounting compliance and practice clause 19.2 you may need to consider delaying it to allow sufficient time to process. Marion & Chris are to liaise.

**Registrars Meeting** Marion is to contact Paddy Smith regarding attendance at the meeting.

**Adjourned for morning tea 10.40 reconvened 11.00 am**

**EC Expenses** Chair: for the sake of our two new EC members, when

Attending EC meetings your travel, meals & accommodation are covered.

Along with internet connection for the meeting if required (alcohol/telephone are personal).

#### **Flash Cats Editor**

Gaynor Saxon has applied for this position, the assistant editor was appointed with half the Editors rate for an honorarium.

Zena Pigden – I assume that the Editor will be responsible for obtaining the commercial advertising for Flash Cats.

Janice Davey – I am sure if Gaynor was approached she would consider this, but it would cost because it is not part of the Editors role.

EC Secretary – Gaynor did the commercial advertising as part of her Portfolio responsibilities.

Marion Petley – when Dara Robbins was the Portfolio Manager I recall that she did the advertising.

**Janice Davey /Zena Pigden: “That Gaynor Saxon is appointed as Editor of Flash cats – from 1<sup>st</sup> October 10, 2010 with an honorarium. The Assistant Editor will receive the honorarium for the last issue – and the Judges Registrar Jo Millar’s effective date is 10<sup>th</sup> October 2010.” Carried**

#### **ROCAP**

**Zena Pigden:** requested that the EC ratify the automated updates on ROCAP

**Zena Pigden/Janice Davey: “That the automation in ROCAP re: the automated tagging of the longhair gene – Somali, & Devon Rex Longhair (done in ROCAP) is approved.” Carried**

#### **Passwords**

Janice Davey reminded the EC that the passwords should be changed and/or updated. Paul is to follow-up.

#### **ROCAP Access**

**Zena Pigden** – when holding the Registration Portfolio she had access to ROCAP and she would like that access

to be continued so that she can support Paddy Smith under the buddy system.

**Janice Davey** - the information on the database is private, but access if needed for Portfolio positions should be held, but it is a must that privacy of individuals is maintained. We have to ensure that EC are doing the right thing.

**Financial Report**

**Marion Petley**—the June financial report needs to be approved.

**Annette Dunn/Paul Flanagan** “That the financial report 30 June be approved” **Carried**

**2010 National Show**

After payment of the management fee there is a budget loss of \$6.000

**Accounts for Payment**

**Annette Dunn/Janice Davey:** “That the accounts for payment in retrospect be approved.” **Carried**

**Annette Dunn/Zena Pigden:** “That the September accounts be approved for payment.” **Carried**

**Membership**

**Marion Petley** - since last report the Membership stands at 653 members (loss 100 members)  
 Outstanding debtors - debtor (c) \$550 and debtor (a) 235.16  
**Annette Dunn** is contact the person to see that the money is paid - an updated statement was sent on the 30<sup>th</sup> September.

**Fees Increases**

Approval will be needed prior to Dec flash cats circulation date for any fees to be increased for 2011 year.

**Membership Fees**

**EC Secretary** - there has been confusion regarding the membership late fee - consideration needs to be made regarding the removal or change to the dates effecting the penalty fee payment.

**Marion Petley** - As per the new constitution late fee applies 1 mth 7days.

**New members**

**EC Secretary** – New Members applying for membership late in the year are becoming unfinancial when the database rolls over in February and a number of these have only been members for 4-6 months this needs to be addressed.

**Marion Petley** – said that she is happy to apply a prorata fee for any new members that fall into this category.

**Janice Davey / Cheryle St.Clair-Newman:** “That new members coming in pay a prorata amount.” **Carried**

**Account Signatories**

**Janice Davey/ZenaPigden:** “That the current signatories of Annette Dunn & Marion Petley continue.” **Carried**

**Annette Dunn/Cheryle St Clair-Newman:** “That Janice Davey & Zena Pigden be added as signatories to the account.” **Carried**

**Annette Dunn/Janice Davey:** “That Gaynor Saxon & Deb Chesterfield be removed as signatories.” **Carried**

**MYOB GST Enhancement**

The MYOB rates for GST have been upgraded – there have been two lots of enhancements to the package.

**Certified Pedigrees**

Consideration to be given to reduce the cost of a certified pedigree for cats or kittens transferred for breeding in association with the transfer application payment.

**Honors Board**

Janice Davey – would like to see the EC look at implementing a recognition award for Judges something along the same lines as what the CFA do.

Janice Davey & Cheryle St. Clair-Newman are to bring back ideas to the next meeting.

**Chair:** wants to see service awards in place, we need to start honoring our people. Handler/Stewards commenced in 2010, Judges in 2011 – we could cover one or two items per year until all are covered.

**Judges Council  
Breed Standards Council  
Membership**

**Janice Davey** - would like to see the current members of the Judges Council retained at least until all the refresher seminars have had an opportunity to discuss. That way all judges have had the opportunity to speak.

**Zena Pigden** - agreed that she would prefer to retain the current members of the BSC.

**Stewards/Handlers -**

**EC Secretary** - asked if any checks are made to see if the people that are receiving training are in fact members of the NZCF, they should be full members to receive training - the membership status needs to be looked at. Any Tutor/Senior Judge running schools for steward or handlers should be providing a list of candidates so the membership status can be checked.

**Badges**

Stocks are low - and we do need to reorder. An up to date list of those who have not yet received badges needs to be done, so that we actually order enough to cover them and for future courses.

**Zena Pigden**- it has been mentioned that there have been some folks left of the list on the website, so this also needs to be followed up.

**Handler/Steward  
Courses**

**Janice Davey** - Applications need to be made through the Judges Registrar. A notice regarding future courses should be posted on the website and sent out to the Clubs with details on training locations for those who are waiting for courses to become available.

**Subscriptions  
To Flash Cats**

**Marion Petley** - would prefer to see that subscriptions to Flash Cats actually be discontinued and replaced with Associate Membership.

**Breed Section  
Consultation Lists**

**Zena Pigden** - at the moment if we want to get the list of

members off each breed section - you have to copy and paste a list of a breed section and put it into an xl. document but it does not kept its formatting.

**Zena Pigden/Janice Davey: “That we request Brendon make changes to ROCAP for reporting of the Breed section.” Carried**

**ROCAP Manuals** Janice Davey – asked for if the ROCAP manuals have all been completed. Marion Petley – confirmed that the receipting one has been done.

**AGM Meeting Expenses** Cheryle St.Clair-Newman/JaniceDavey:“That the AGM meeting expenses \$7,322.52 (GST excl.) be approved for payment.” Carried

**There being no further business the meeting closed at 12.00 noon**

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